

U.S. MISSION TO SRI LANKA AND MALDIVES VACANCY ANNOUNCEMENT

(Announcement number: 16/001)

The U.S. Embassy in Colombo is seeking candidates for the position of **Maintenance Supervisor** at the International Broadcasting Bureau (IBB) Transmitting Station, Located at Iranawila.

OPEN TO: All Interested Candidates/All Sources

POSITION: Maintenance Supervisor- Iranawila (Male/Female), FSN-8; FP-6*

OPENING DATE: January 14, 2016

CLOSING DATE: January 28, 2016

WORK HOURS: Full-time 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-8: Rs. 1,243,686 p.a.
Not-Ordinarily Resident: FP-CC*: US\$ 45,487 p.a.

*Final grade/step for NORs will be determined by Washington

ALL ORDINARILY RESIDENT (OR) APPLICANTS (SEE APPENDIX A FOR DEFINITION) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF POSITION

The incumbent will coordinate, monitor, and/or direct all maintenance activities relating to building structures in excess of 45,000 square feet, up to three (3) residences, motor pool, centralized HVAC systems, and all other off-site facilities. The incumbent also serves as a high voltage electrician, and monitors contractor maintenance activities relating to high voltage (Commercial power) feed lines, diesel generators, air conditioning systems, and associated switches, breakers, and fuses. The incumbent provides direct supervision of the Machinist/Welder (FSN-6).

A copy of the complete position description listing all duties and responsibilities is available at (<http://srilanka.usembassy.gov/news/job-opportunities.html>), and is posted on the Human Resources Bulletin Board. Contact colombohr@state.gov for further assistance.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of a three-year Diploma in Electrical or Mechanical Engineering is required **(Candidate must attach relevant educational/professional certificates).**
2. Minimum three years' experience in building maintenance, construction supervision, Electrical/Mechanical and HVAC system is required **(Candidate must attach relevant service/work experience certificates).**
3. Level III (Good Working knowledge) speaking /reading/writing English and either Sinhala and/or/Tamil is required (This will be tested).
4. Must be familiar with maintenance engineering practices, contract administration, construction, and be able to use computer aided design (CAD) software to create and modify technical diagrams and schematics.
5. Ability to plan, organize, and direct electrical work, and estimate labor and material costs is required.
6. Must possess a valid class 'B' (formerly class 'C, C1') driving license and have safe driving skills (This will be tested). **(Candidate must attach a copy of the driver's license).**

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174).
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy Colombo
210, Galle Road
Email: ColomboHR@state.gov

CLOSING DATE FOR THIS POSITION: January 28, 2016

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.